

December 13, 2001

Attention: Small Business Participant
Subject: Invitation to the 14th Annual High-Tech Conference
Dates: Wednesday, March 6 and Thursday, March 7, 2002
Meeting Place: The Westin Los Angeles Airport Hotel

JPL celebrates its 14th Anniversary High-Tech Small Business Conference for small, minority, and women-owned businesses!

Attendees can expect to: (1) interface with approximately 250 corporate, federal, state, and city government representatives to discuss potential contracting and subcontracting opportunities; (2) improve knowledge and skills in competing in the federal government and prime contractor sector; and (3) attend workshops on current trends and issues. A subsequent discussion period will follow each workshop session to allow for a greater exchange of ideas and concepts. With emphasis placed on expanding R&D opportunities for small, minority, and women-owned entrepreneurs, the conference is especially timely.

In addition to meeting large organizations during the two-day Marketplace, you will have an added opportunity to further market your company at the Mixer/Networking Reception(s).

The conference theme continues to be "Matching small businesses (including small disadvantaged businesses and women-owned businesses) with large businesses (federal government and prime contractors) at a minimum cost to each, for the purpose of discussing purchasing/procurement opportunities."

Enclosed you will find a Tentative Agenda, Tentative Workshop Topics, and a partial list of government agencies, prime contractors, and other large procuring organizations who attended in March 2001.

In response to your request for registration information, please return the enclosed Registration Form with a check or money order for **\$100 per attendee** payable to the "**Jet Propulsion Laboratory**" no later than **February 18, 2002**. For tracking purposes, please make a notation on your check or money order's comment section referencing payment is for "High-Tech 2002." **Credit card payment is available.** See the enclosed Registration Form.

Reservations with The Westin should be made no later than **February 15, 2002**.

If you have any questions or concerns, please do not hesitate to call our office at (818) 354-8689, 393-5963, 354-7702, 354-7531, 354-7532, or 354-6093. Our office fax number is (818) 393-1746. I welcome your participation and look forward to seeing you.

Sincerely,

Martin Ramirez
Conference Coordinator
martin.m.ramirez@jpl.nasa.gov
<http://acquisition.jpl.nasa.gov/boo>

Enclosures:

HIGH-TECH CONFERENCE REGISTRATION

Registration Fee

The cost is **\$100 per attendee**. Conference registrants must return the completed Registration Form along with a check or money order in the amount stated for each participant by **February 18, 2002** payable to the "**Jet Propulsion Laboratory**." (This form may be reproduced if needed). **Credit card payment is available**. See the enclosed Registration Form.

Purchase orders are not accepted. We encourage pre-payment of the registration fee, as cash will not be accepted on site. Confirmation will be mailed upon receipt of pre-payment. To facilitate the registration process at the conference site, please bring your confirmation postcard with you.

Hotel Accommodations

The Westin Los Angeles Airport Hotel is located at 5400 W. Century Blvd., Los Angeles, California. (1.5 miles from LAX).

Registrants are responsible for making their own hotel arrangements! For reservations at the Westin call 1-800-WESTIN1 or 310-216-5858. Mention that you are registering for the "JPL High-Tech Conference." Room rates are \$99.00 single/double occupancy. Please make your reservation(s) by **February 15, 2002**, to ensure the special rate. Room rates will be \$189.00 after this date.

Transportation

Complimentary transportation to/from the Los Angeles International Airport is available on a 24-hour basis. Courtesy phones are available at each Baggage Claim area to request transportation.

Hotel Parking

Self-parking fees are \$5.00 per day with in and out privileges. Valet parking is available at \$16 per day or for overnight parking.

Cancellation Policy

Refunds (100%) are made upon receipt of written cancellation prior to February 18, 2002. A 50% refund is made upon receipt of written cancellation prior to February 25, 2002. **NO REFUNDS THEREAFTER; HOWEVER, YOU MAY SEND A SUBSTITUTE.** (Please notify our office of any substitutions.) Registration refunds are distributed approximately 4 to 6 weeks **after** the conference has concluded.

Tentative Agenda

Tuesday, March 5, 2002
5:30-6:30 p.m. - Registration
6:30-8:00 p.m. - Reception

Wednesday, March 6, 2002
7:00-9:00 a.m. - Registration
7:00-8:00 a.m. - Cont. Breakfast
8:00-8:45 a.m. - Conference Overview
9:00-11:45 a.m. - Marketplace
9:00-11:45 a.m. - Workshops
12:00-1:30 p.m. - Lunch
1:30-4:30 p.m. - Marketplace
2:00-4:15 p.m. - Workshops
4:30-6:00 p.m. - Networking Reception

Thursday, March 7, 2002
7:00-9:00 a.m. - Registration
7:00-8:00 a.m. - Cont. Breakfast
8:00-8:45 a.m. - Conf. Overview
9:00-11:45 a.m. - Marketplace
9:00-11:45 a.m. - Workshops
12:00-1:30 p.m. - Lunch
1:30-4:00 p.m. - Workshops

Tentative Workshop Topics

- *ISO9000*
- *NASA Initiatives*
- *Marketing Strategies/Subcontracting Opportunities*
- *US Small Business Administration (SBA) Programs*

Marketplace Participants *

Prime Contractors / Government Agencies / Departments / Other Large Purchasing / Procurement / Assistance Organizations / Etc.

ACS Govt. Solutions Group	ITT	Rand
Aerojet	Jacobs Engineering	Raytheon
The Aerospace Corp.	Jet Propulsion Laboratory	RBC Transport Dynamics
Alliant Techsystems.	Kaiser Electroprecision	Riverside Comm. College PAC
Anteon Corp./Sherikon	L-3 Communications	SAIC
Applied Materials	LA County Dept. of Public Works	San Diego Contract Ops. Ctr.
Arinc Inc.	LA County Office of Affirm. Action	SBA
Arizona State Univ.	Lawrence Livermore Natl. Lab	SBDC
Ball Aerospace	Litton	Senior Aerospace
BF Goodrich Aerospace	Lockheed Martin	Solar Turbines
The Boeing Co.	Logicon	Space Systems/Loral
Brown & Root Svcs.	MCSI	Stanford Linear Acc. Ctr.
CA Central valley PTAC	Meggitt/Whittaker Controls	State of CA/Dept. Gen. Svcs.
CALPTAC	MTA	Tecom Industries
Caltech	NASA	Teledyne Brown Engr.
Canoga Perkins	Natl. Ctr. for American Indian Ent. Dev.	Thiokol Corp.
Chevron	NMSDC of Florida	Titan Systems
Community Dev. Commission	Northrop Grumman	TRW
Computer Sciences Corp.	OAO	UCLA
County of Los Angeles	OCTA	Unisys Corp.
DCM Santa Ana	Orbital Sciences Corp.	United Space Alliance
DoT/FAA	Pacific Scientific	US Air Force
Eastman Kodak	Packard Hughes Interconnect	US Army
GE Aircraft Engines	Parker Hannifin Corp.	US Dept. of State
General Atomics	Parsons	US Dept. of Transportation
General Dynamics	Peoplesoft	US Dept. of Veterans Affairs
Hewlett-Packard	Pilkington Aerospace	US Gen. Svcs. Admin.
Hitco Carbon Composites	Procurement Resource Ctr.	US Navy
Honeywell	PTI Technologies	USC

* Note: 2001 attendees

REGISTRATION FORM	
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☐ Enclosed is my check, money order, or credit card information for **\$100 per attendee** payable to the "**Jet Propulsion Laboratory.**" I understand purchase orders are not accepted.

Please type or print clearly the following: (Note: Print Company and Attendee's Name as you would like it to appear on your badge.)

Attendee's Name: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

E-mail address: _____

Phone #: _____ Fax #: _____

Credit Card Information (If payment is by credit card, you may fax this form to Martin Ramirez at 818/393-1746)

Charge my: ☐ American Express ☐ VISA ☐ MasterCard

Card #: _____

_____ (American Express requires 4 digit security code found on either front or back of the card)

Expiration Date: _____ Month _____ Year

Billing Address (if different than above):

Address: _____

City/State/Zip: _____

Signature: _____ Print Name (as shown on card) _____

Company Status:

☐ Small Business ☐ Certified Small Minority Business

☐ Small Woman-Owned Business ☐ HUBZone Small Business

☐ Veteran-Owned Small Business ☐ Service Disabled Veteran-Owned Business

IMPORTANT! To ensure that your Registration Form and payment reaches our office by **February 18, 2002**, please forward to the address below. *(If this address is not used exactly as printed below, you risk your check getting lost in the general JPL mail and could take months to locate.)*

Jet Propulsion Laboratory
Business Opportunities Office
Attn: Martin Ramirez, M/S 190-205
4800 Oak Grove Drive
Pasadena, CA 91109-8099